

13 May 1947

MEMORANDUM TO: Executive to the Director, CIG

Subject: Proposed Revisions of the Security Regulations, CIG

1. Attached proposed revisions of the CIG Security Regulations are concurred in with the following recommended changes:

2. a. Section 13 1 A 1, paragraph entitled: "RESTRICTED AREA - THIRD FLOOR, SOUTH BUILDING", reads as follows:

"The Guard stationed at that post will be furnished by the Security Office, CIG, with a list of the names and the corresponding badge numbers (green or yellow bordered) of all persons authorized to enter that area. All others will be denied admittance unless permission is granted by the staff Chief."

b. It is recommended that in lieu of this paragraph, the following be substituted:

"There will be a Public Buildings Administration Guard stationed just outside of the entrance to this area which contains the Communications Division Signal Center. Entrance to this area will be authorized to persons bearing a regular green or yellow bordered badge which in addition contains a green stripe across the upper left-hand corner. All others will be denied admittance except on specific permission of the Chief, Signal Center, or his superior."

c. It is not believed that the procedure set forth in paragraph 2 a. above is feasible or practical. The Communications Division has advised this office that there will be approximately 70 persons who must be authorized admission to this area. The PBA Guards are not strictly subject to the control of this organization, and past experience has shown that they cannot be expected to carry out satisfactorily too many detailed instructions. These Guards are rotated at the discretion of the Public Buildings Administration and, therefore, the same Guard or Guards cannot be expected to be assigned to this post constantly. It is believed

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that confusion and delay will ensue as the PBA Guard stationed at the entrance to the Signal Center must check names, badge numbers, and photographs of all persons before permitting them entrance to the area.

d. The system proposed in paragraph 2 b. is the method now in effect. This procedure has proven to be simple, easily understood, and quickly recognized by the PBA Guard personnel.

3. The following changes are recommended in Section 13 1 A 2:


a. The sentence commencing: "EMPLOYEES OF CERTAIN OTHER GOVERNMENT AGENCIES TEMPORARILY ASSIGNED TO CIG or, who in the discharge of their official duties * * * ", be changed to read as follows: "EMPLOYEES OF CERTAIN OTHER GOVERNMENT AGENCIES who in the discharge of their official duties * * * ". It is not believed that the phrase "TEMPORARILY ASSIGNED TO CIG" is necessary in this instance inasmuch as there are very few persons in that category and, in any event, they are treated, for badge purposes, in the same fashion as regular Liaison personnel from other Government departments.

b. After the paragraph entitled: "RED-BORDERED LIMITED BADGE", the following be added:

"A holder of a red-bordered badge may enter any building specified on his badge by having the receptionist confirm his appointment or appointments with the CIG staff member or members he wishes to see. The receptionist will thereupon instruct the Guard to admit the Government official without escort. Upon leaving the building, he will merely be required to display his badge."

c. Under the present procedure, the holder of such a limited badge has free entrance in and out of buildings authorized on his badge. This enables the holder to wander in and out of offices unannounced and thereby occasionally causes embarrassment or disruption of conferences or other business being transacted by CIG staff members. It is for these reasons that the above procedure is recommended.

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DONALD H. GALLOWAY
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Special Operations

1 Incl.
Proposed Revisions of
CIG Security Regulations.

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